

SCHEDULING CONFERENCE FORM LITIGATION PLAN/ALTERNATE DISPUTE RESOLUTION OPTIONS

This form may assist you in submitting a proposed scheduling time-frame for your case. Plaintiff's counsel should contact all parties and discuss the Litigation Plan, and should the parties stipulate to the dates proposed, only ONE Plan needs to be returned to the Court.

This Scheduling Conference/Litigation form is to be filled out and filed with the Court no later than *one week prior* to hearing.

CASE #: _____ NATURE OF SUIT: _____

CASE NAME: _____

ASSIGNED JUDGE: _____

PARTY BEING REPRESENTED: _____

☐ plaintiff ☐ defendant

☐ parties have stipulated to the following dates

ATTORNEY / LAW FIRM NAME: _____

ADDRESS:

TELEPHONE: _____

I. TRIAL TRACK: Indicate the track that best fits your case. (Designation of a track is not binding but will assist the Court in assessing its workload and selecting a trial date and discovery schedule that meets counsel's needs.)

☐ **Expedited Track** (Typically, cases on this track will get a trial date in 6 to 9 months; take 4 days or less to try; involve limited discovery, and have no, or limited expert testimony.)

☐ **Standard Track** (Typically, cases on this track will get a trial date in 12 months; take about 5-10 days to try; and have about one or two experts per side.)

☐ **Complex Track** (Typically, cases on this track will get a trial date in 18-24 months; take 10 days or more to try; involve extensive discovery with staggered discovery schedules; and have extensive expert testimony.)

☐ **Legal Track** (Cases on this track involve legal issues which are likely to be resolved by motion rather than trial. A motion hearing will be set, but no trial date will be set until it is clear that the case cannot be resolved by motion.)

II. LITIGATION PLAN *(Judge Williams prefers that parties anticipate time needed to complete discovery, set deadlines for discovery and dispositive motions.)*

1. JOINDER OF PARTIES & AMENDMENT
OF PLEADINGS CUT-OFF DATE: _____

2. NUMBER AND LENGTH OF DEPOSITIONS _____

3. FACTUAL DISCOVERY CUT-OFF DATE: _____

4. EXPERT TESTIMONY DISCLOSURES: (Local Rule 26.2 (B))

Plaintiff identify and disclose expert reports by: _____

Defendant identify and disclose expert reports by: _____

ALL discovery relevant to experts shall be completed by: _____

5. DISPOSITIVE MOTIONS FILING CUT-OFF DATE _____

6. TRIAL DATE – It is Judge Williams practice that a jury trial is not set until either completion of dispositive motions or unsuccessful ADR. At that time a status conference will be held and a trial date will be set. This will be a first setting and is generally 60-120 days from the status conference.

II. ALTERNATE DISPUTE RESOLUTION OPTIONS - All parties will be required to discuss these options at the scheduling conference.

1. MEDIATION (Local Rule 16.5)

2. ARBITRATION (Local Rule 16.5)

3. SETTLEMENT CONFERENCE (Local Rule 16.4)